



# **Air Force Nurse Corps Continuing Education Approval and Recognition Program**



**Lt Col Sandra Bruce, USAF, NC  
HQ AFPC/DPAMN  
DSN 665-2715**



# WHO



☞ **Lt Col Sandra Bruce**  
☞ **Chief, Air Force Nursing Education**

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## WHERE

HQ Air Force Personnel  
Center

550 C Street STE 27 3  
Randolph AFB TX 78150-4720



# WHY



- ☞ **AFI 41-117 Nurses require 60 contact hours every three years**
- ☞ **136 CNE Programs approved**
- ☐ **2,026 contact hours awarded**
- ☐ **\$3.5 million in registration and TDY costs saved**



# Continuing Education (CEARP)



- ☞ **Received ANCC 6 -yr Accreditation**
- ☐ **Guidelines on AFPC homepage**

[\*\*http://www.afpc.randolph.af.mil/\*\*](http://www.afpc.randolph.af.mil/)

[\*\*http://afas.afpc.randolph.af.mil/medical/dpamn.h  
tm\*\*](http://afas.afpc.randolph.af.mil/medical/dpamn.htm)

- ☐ **Application may be processed electronically, FAXED, or mailed**





**UNITED STATES  
AIR FORCE NURSE CORPS  
GUIDELINES FOR AIR FORCE NURSE CORPS  
CONTINUING NURSING EDUCATION**

**Headquarters Air Force Personnel  
Center  
Medical Service Officer management  
Division  
Randolph Air Force Base, Texas  
February 2003**





# WHAT



- 👉 **Accredited Approver Organization:** Nurse Utilization and Education Branch, Medical Service Officer Management Division (HQ AFPC/DPAMN)
- 📄 **Approval Process:** Provided through status as an accredited approver unit of the American Nurses Credentialing Commission on Accreditation (ANCC COA)
- 📄 **Approver unit:** HQ AFPC/DPAMN1 reviews and makes decisions concerning approval of CE activities submitted by its constituency



# WHAT



- **Approved Provider - Recognition of an USAF organization or nurse constituent as an extension of HQ AFPC/DPAMN, with the authority to provide *Provider Directed* or *Learner Directed* activities or both within the local constituency**





# WHEN



## 👉 **Peer Review Process (p. 8)**

- 👉 **CEARP Committee meets monthly to review and act on submitted activities**
- ▢ **Applications should arrive two weeks (10 business days) before the CEARP meeting**

👉 **Application reviewed by 3 committee members**

- ▢ **Providers are notified of committee action within 5 working days**



# HOW



👉 **Eligibility Criteria for Applicants Seeking Approval: Providers of CE must fall within the NC constituency (p. 7)**



# HOW



- 👉 **Approver unit prepares application to meet CEARP committee**
- ▢ **Performs a quantitative review to assure required documentation is present**
- ▢ **If documentation is incomplete, OIC/NCOIC contacts the Provider to obtain required information, or informs the Provider regarding withdrawal procedures until the application is complete.**



# HOW



- 👉 **One contact hour (CH) equals 50 actual teaching minutes of approved, organized learning activity, either a didactic or clinical experience.**
- ▢ **Minimum number of contact hours that can be approved is ONE**
- ▢ **After first contact hour is approved, partial credit may be awarded**



# Committee Actions



- 👉 **Approval** - meets ANCC COA requirements in terms of scope, depth and level, and meets criteria stated in CEARP guidelines
- 📄 **Resubmit** - significant discrepancies from the minimum criteria and requires extensive revision before approval can be granted



# Committee Actions



- ☞ **If approved, an approval code will be awarded**
- ☐ **Approval period is two years from date of approval**
  - ☞ **Unless there are significant program changes, then re-submit**





# Committee Actions



❑ **Disapproved** (p. 11) - application is inappropriate for activities such as:

- ✎ Orientation programs designed to familiarize nurse with policies/procedures of an institution or in-service classes that familiarize nurses with new equipment, supplies or pharmaceuticals.



# Committee Actions



**Disapproval, cont.**

- ☞ If presentation is expanded in terms of scope, depth and level to clearly demonstrate content that builds upon the experiential and educational level of nurses, it may be submitted for review**
- ☐ Activities designed for spectrum of health care personnel: BLS, Fire, Safety, Infection Control, etc.**



# Committee Actions



## Disapproval, cont.

- ▮ **Activities designed for military personnel in general: writing OPRs, EPRs, PRFs, sexual harassment, etc.**
- ▮ **Activities to inform staff about accrediting or inspection agency's visits**
- ▮ **Medical Readiness activities that do not meet ANCC COA or CEARP criteria**



# Provider Actions



- 👉 **Appeal** - An appeal on a decision made by the CEARP committee will be considered if the applicant believes the application met ANCC COA and CEARP criteria.
- ▢ **Withdraw** - A Provider may withdraw an application by written or telephone request to at any time during the review process.
- ▢ **Resubmission** - Withdrawn applications may be resubmitted to HQ AFPC/DPAMN at any time.



# Activity Categories



- **Provider Directed** - An educational activity that involves participant attendance and is distinguishable by the fact that the pace of the activity is determined by the provider who plans and schedules the activity

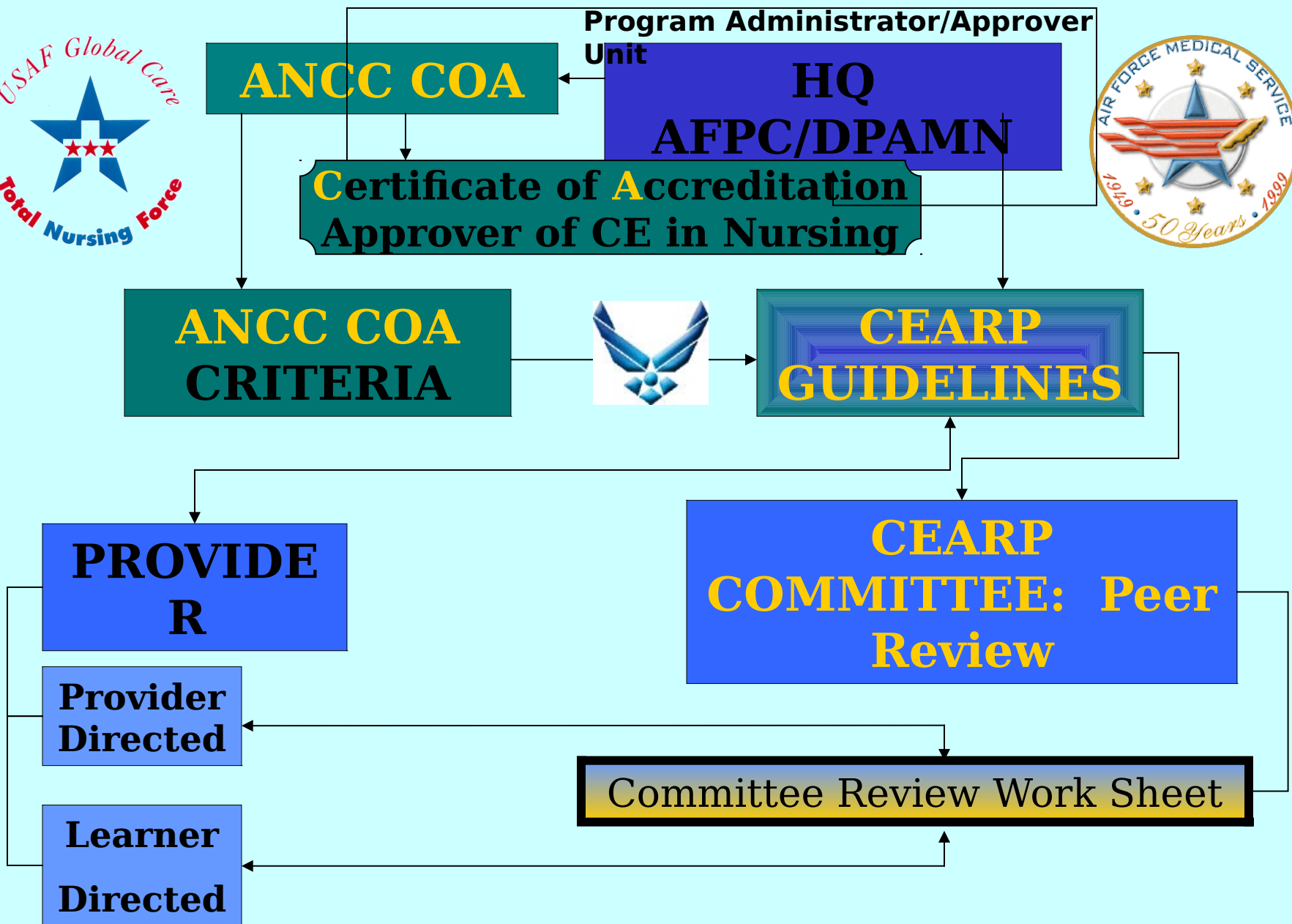


# Activity Categories



- **Learner Directed** - An educational activity designed for completion by learners, independently, at the learner's own pace and at a time of the learner's choice







# AF NC CEARP



**How to apply for Approval  
of a Continuing Education  
(p. 18-24)**



**Committee Review  
Worksheet (Found in  
Attachments)**



# Required Documents



- Tab 1 Applicant: Completed your quality check using the PROVIDER column on *Worksheet***
- Tab 2 AF Form 2661, *Air Force Medical Service Application for Approval of Continuing Health Education Offering***
- Tab 3 AF Form 2662, *Continuing Education Curriculum Vitae for Instructor***
- Tab 4 *Agenda***
- Tab 5 AF Form 2663, *Continuing Health Education Program Outline***
- Tab 6 *Copy FACULTY DISCLOSURE\_DECLARATION***
- Tab 5 *Evaluation tools (critique/tests/checklists)***
- Tab 6 *Certificate of attendance/course completion with required elements***
- Tab 7 *Handouts (optional)***
- Tab 8 *Co-Provider agreement, if applicable***



# Required Content



## ✎ Air Force Medical Service Application for Approval of Continuing Health Education Offering (**AF Form 2661**) P. 19-21

- ✎ CORPS
- ▢ TARGET AUDIENCE
- ▢ CONTACT HOURS REQUESTED
- ▢ DETERMINATION OF LEARNING NEEDS
- ▢ OFFERING OVERVIEW



# Required Content



- ☞ **PLANNING COMMITTEE**
- ☐ **PHYSICAL FACILITY**
- ☐ **ADDITIONAL COMMENTS**
  - ☐ **Purpose/Goals**
  - ☐ **Faculty Involvement**
  - ☐ **Evaluation Methodology**
  - ☐ **Verification of Participation and Successful Completion**



# Required Content



- ☞ **Record Keeping**
- ▮ **Co-Providership**
- ▮ **Commercial Financial Support**
- ▮ **Other Internal Funding**
- ▮ **Partial Credit**
- ▮ **Course Publicity**
- ▮ **Availability**





# Required Content



- ▮ **AGENDA**
- ▮ **AF Form 2662, *Continuing Education Curriculum Vitae for Instructor***
  - ▮ **Biographical Data**
- ▮ **AF Form 2663, *Continuing Health Education Program Outline***
  - ▮ **Provided Created Activities**
  - ▮ **Standardized Courses**



# Required Content



- ▮ **Evaluation Tools**
  - ☞ **Performance Objectives**
  - ▮ **Posttest**
  - ▮ **Participant Critique**
- ▮ **Certificate**
- ▮ **Handouts**



# Required Content



## ☞ **After Action Reports (AAR)**

- ▮ **Complete the AAR template (Attachments)**
- ▮ **Include any changes to the program**
- ▮ **Forward to HQ AFPC/DPAMN**
- ▮ **Failure to do so could result in revocation of approval code**



# Required Content



## ▮ **AF CEARP COMMITTEE REVIEW WORKSHEET**

- 👉 **Found in Attachments**
- 👉 **Provider completes first column and submits with the application**
- ▮ **Three CEARP Committee members review and determines status**



# Review Worksheet





# Summary of Changes



- **Changes in criteria**
  - **Program criteria have been streamlined**
    - **Administrative**
    - **Unit operations**
    - **Resources**
    - **Outcomes evaluation**
    - **Educational design**
  - **Operational requirements were added**
  - **Some of the former criteria are now listed under “operational requirements”**





# Summary of Changes



- **Key elements and required evidence have been identified for each criteria**
- **No longer can submit three sample hours of the activity, the entire activity must be submitted**
- **Changes in terminology**
  - **“ED I” is now “Provider Directed CE”**
  - **“ED II” is now “Learner Directed CE”**



# Summary of Changes



- **Eliminated items**
  - **Bio forms for presenters (still need a C-V)**
  - **Peer reviewers do not need to be BSNs**
  - **Information regarding “Physical Facilities”**
  - **The location of an activity on certificates**
  - **The details of participant evaluation forms**



# Summary of Changes



- **Modified Items**

- **A minimum of 1 nurse on the planning committee**
- **The Provider Approval Period is now three years**
- **The requirement for pilot testing has been replaced with Key Element:**

*“Contact hours are determined in a logical and defensible manner, consistent with the objectives, content , teaching learning strategies, and target audience”*

- **Therefore the provider must “Identify the number of contact hours to be awarded, with supporting documentation”**



# Summary of Changes



- **Added Items**
  - **Vested interest and commercial support regulations**
    - **New “Faculty Disclosure Form”**
    - **New Commercial Support guidance**
  - **Written description of strengths and areas for improvement for each criterion (approved provider only)**
  - **Written summary of provider unit self assessment (for approved providers-new form added)**



# Summary of Changes



- **Written description of strengths and areas for improvement for each activity (After Action Report template updated)**
- **Quarterly report of Continuing Education Activities for Provider Units (new form)**
- **For all submitted activities to the CEARP Committee for approval:**

*Provider must complete the AF CEARP Committee Worksheets and submit with each application*



# Questions?

